

**Minutes of the Executive Committee**  
**Monday, June 16, 2008**

Chair Dwyer called the meeting to order at 8:32 a.m. and led the committee in the Pledge of Allegiance.

**Committee Members Present:** County Board Supervisors Jim Dwyer, Pat Haukohl, Duane Paulson, Fritz Ruf, Tom Schellinger. **Absent:** Dave Swan, Bonnie Morris.

**Also Present:** Director of Aging and Disability Resource Center Cathy Bellovary, Supervisor Peter Wolff, Community Development Coordinator Glen Lewinski, Internal Audit Manager Lori Schubert, Legislative Policy Advisor Dave Krahn, Legislative Policy Advisor Mark Mader, Office Services Coordinator Windy Jicha, Chief of Staff Lee Esler, Steve Schoepke.

**Public Comments**

Steve Schoepke, who is up for appointment to the Airport Commission, introduced himself to the committee and talked briefly about his history with aviation.

**Correspondence**

Dwyer distributed and reviewed the list of correspondence. Supervisors may request copies of listed items from Jicha.

**Approve Minutes of May 19, 2008**

MOTION: Ruf moved, Haukohl carried, to approve the minutes of May 19, 2008. Motion carried 5-0.

**Discuss and Consider Ordinance 163-O-018: Repeal and Recreate Waukesha County Code of Ordinances to Abolish the Commission on Aging, to Delineate Certain Duties of the Aging and Disability Resource Center (ADRC), and to Establish the Aging and Disability Resource Center (ADRC) Advisory Board**

MOTION: Paulson moved, Ruf second, to approve Ordinance 163-O-018.

Bellovary said the ADRC opened on April 1, 2008. This ordinance changes the code to designate the ADRC as the recipient of elder abuse reports, outlines the duties of the Director of the ADRC, and establishes the ADRC Advisory Board including membership requirements, bylaws and expense reimbursement. The Long Term Care (LTC) Committee will be eliminated at the beginning of next year. Members from LTC are on the ADRC Board. More things will be changed as they move through the process. There is a lot to do.

Haukohl said she is concerned the Commission on Aging had three County Board Supervisors while the ADRC Advisory Board only has one. Haukohl would like more supervisors on this board so they understand what is going on especially if someone misses a meeting. Bellovary said from her discussions with the County Executive's Office she learned there would only be one County Board Supervisor on the ADRC Board. In order to meet the target membership, group percentages, a diverse group of members was needed.

Paulson said when the County Board was reorganization to 25 members, membership was reduced on all committees to a minimal number of supervisors. This is the bed we made. Dwyer said at the time of reorganization, the board did not know there would be an ADRC. The intent was to eliminate the number of groups supervisors must serve on.

Dwyer said the ADRC Advisory Board will report to the HHSC committee with seven supervisors watching over it. A member of the HHS Committee is on the ADRC Board and will report happenings to the committee. The addition of another member will not be necessary. Bellovary said many counties will not have any supervisors on their board. It would be challenging to meet the target group percentages if there were three supervisors.

Haukohl said she is concerned because Supervisor Zaborowski is the ADRC member because he is a new supervisor. Bellovary said there are 13 people on the ADRC Board. Haukohl stated she has concerns about the concept. Paulson said any changes at the ADRC have to come through the HHS Committee and the ADRC will have to come to the committee for their needs. There is a correction in line 38 of the ordinance. The state statute number listed should be 46.286(6)(a). Esler said that change could be mentioned at the board meeting for the County Clerk.

Esler asked if the ADRC will appoint members to the regional group. Bellovary said they will once the group is developed. The regional group or consortium will consist of 12 counties, start when more counties are up, and running. Waukesha County is the first large county to move forward with an ADRC.

Esler asked what are statutory duties of the ADRC. How are you handling emergency calls 24/7? Bellovary said we contract for the 211 calls after hours. Elder abuse calls are answered by the 211 service and go to local law enforcement. We will look at having staff available 24/7 if there is a need. To date we have not gotten any calls after hours. We have a lot to learn.

Bellovary said the ADRC directors meet once a month in Madison and hold one conference call per month. The group gets bigger every time a county is added. There are wonderful networking opportunities so you do not have to reinvent the wheel every time a problem shows up. ADRC staff in Madison has been really good. Her biggest concern with the Center is that 80% of the people will not be eligible and 75% of those not eligible will be seniors. She is also concerned if funding will keep up with the growing senior population in Waukesha County.

Motion carried 5-0.

### **Discuss Possible Ordinance on the Order of Items on the County Board Agenda**

Wolff said the proposed ordinance is relatively self-explanatory. He wants the code modified to address agendas of meetings and presentations to the board. This ordinance will specify where presentations are placed on the agenda and limit both presentations and questions/answers periods to 15 minutes each. Presentations could be given to supervisors in written form to be read, not presented. The 15-minute question/answer period is usually comments that we do not need to sit through. The chairman can modify agendas as needed. With night board meetings, staff and public are there to hear the outcome of ordinances and resolutions. The board should be thoughtful of these people's time. It is a selfish ordinance because certain supervisors may not stick around to hear the presentations but they answer to their constituents for that. All of the organizations he has ever been involved with as an adult such as chambers of commerce, rotary, County Fair Board, etc. schedule their presentations last

Paulson said 15 minutes is not enough to cover the issues. He has a hard time reining in the HHS Committee because they want knowledge. There is a lot to learn about what the county does and the budget. Some members of the board do not need the education but he does. Wolff said the information could be given to supervisors in writing followed by a 15-minute presentation of the highlights. If the ordinance or resolution is important, there will be no time limits. Presenters will be told to hold their presentations to 15 minutes unless the topic is important.

Paulson asked Wolff how do you limit presentations? Wolff said supervisors should ask questions not make comments. The chair would stop them if they are making comments. Paulson said there is only one meeting per month. What is so bad with listening longer than 15 minutes? Wolff said there needs to be a cap limiting presenters.

Haukohl asked who should determine which subjects are important enough to be heard at the beginning or end of the meetings. Part of her business as a county board supervisor is learning. Every subject presented is worthy of a presentation and discussion. The chair was elected by the board to make the agenda. The committee chairs decide what to discuss and when at their meetings. Every subject is part of learning. The county board meetings are short lasting 30 to 45 minutes. It is critical for supervisors in charge of a \$250 million budget to be prepared and know our stuff. She has heard some excellent questions during those discussions. She does not want to limit the chair's ability to do his job. This ordinance will dumb down the county board and she does not want to do that. There are a lot of important subjects that should not be limited. There are a growing number of supervisors who will leave the meeting after the ordinances and resolutions are taken care of.

Wolff said so you want to blackmail supervisors by holding them until the end of the meeting. Haukohl said it is not blackmail. There are supervisors that arrive late now after presentations.

Ruf said as a past presenter, 15 minutes is not realistic. Often you need to give background information and you are already under a lot of pressure to keep your presentation short. You need more time to give listeners a solid base.

Schellinger said he disagrees with putting any time limit on presentations. County business does not need to be limited.

Dwyer said he has cancelled board meetings if the materials could be held over to the next meeting. Now that the board only meets once a month, it may seem insignificant to hold meeting for small amounts of material but there are people waiting for items to be approved. He does not want to limit debate. If debate is limited to 15 minutes, he would have to decide who gets to ask questions. It is not his role to decide who gets to speak. It is not too much to ask a board to sit for two to three hours per month. He asks presenters to limit both presentations and question/answer periods to 20 minutes each. Sometimes presentations and questions go longer.

Dwyer said the board has not had a presentation since it was reorganized. Some presentations are needed to help supervisors make decisions. Some questions are asked to alert supervisors of certain issues. Once we limit the time, we limit the ability to give knowledge. People who do not want to listen now, come late or leave early. Dwyer does not see a problem with the current set up or a need to make changes to the code. We should hold this over to see how the board does with one county board meeting per month.

Wolff said we are not being sensitive to the public or the staff. Dwyer said it is their choice to be at the meetings. We tell staff we can call them when the presentation is done. Wolff said he wants to submit his ordinance to the board. Wolff said to Dwyer, you are afraid of this going to the board because you are in power.

### **Discuss the 2009 Community Development Block Grant Applications**

Lewinski said they received 69 competitive applications for review totaling \$2,478,735 in funds requested. If the 2009 grant is similar to the 2008 grant, the requested funding is twice as large as available funds. There have been two review sessions with two additional ones scheduled in July.

Funding recommendations are scheduled for August 13 although funding decisions could be delayed based on the federal appropriation action.

Dwyer said he thought the county would have more money left over for administration. Lewinski said we were under spending for a while but indirect costs have increased 60% over the last four years while the allocation has not increased since 1996. Of the administrative costs, \$96K are for indirect costs allocation, which does not include HOME or personnel costs. The county gets \$142K from these programs.

Haukohl asked is the City of Waukesha revitalization a joint project with UW-Extension? Lewinski said yes. Haukohl asked does the City of Waukesha put money into the Haertel Fields area? Lewinski said they fund one project less to counter not putting funding into that project. The City of Waukesha is only asking for funding for the West Side Neighborhood Revitalization project.

Haukohl asked are the municipal projects automatically accepted? Lewinski said all projects labeled "PF" (PF = public facilities) have something to do with accessibility. TIF areas automatically qualify for slum and blight funds and are allowed to ask for local set aside money. Paulson said if a TIF can get slum and blight money, does that mean Pabst Farms can get money for slum and blight funding? Lewinski said they can declare a building blighted and get funding for it. The Cities of Oconomowoc, Waukesha and Muskego have slum and blight and use the funding for renovations.

### **Discuss the Community Development Block Grant Open Projects**

Dwyer asked of the 2007 subgrantees, is there money left? Lewinski said the 2007 subgrantees have until the end of 2008 to spend their money. They will most likely spend the money before the end of the year. Lewinski said he just received a payment request from the City of Waukesha for the 2003 and 2005 historic spring grants, which will close out those grants. Larger projects like this one need to accumulate enough money to do the project.

Dwyer asked if we reprogram the unallocated CDBG funds? Lewinski said we have \$17K open. Dwyer said the committee wants to close out on funds over two years. Lewinski said none of the projects except the City of Oconomowoc got an extension after asking for an appeal on spending their funds. The 2004 City of Oconomowoc grant for an economic development CD ROM was changed over to downtown façade. They need to use the funds by December 1 or lose it. Lewinski said he would report anything not spent and not carried over.

Dwyer said we do not want to keep project grants lying out there. Lewinski said the federal government looks at draw-downs in October. Waukesha County had the third best draw-down in the state. We have done a good job cleaning up the funding. We are doing well for mid-summer with less than six months of draw-downs. Many projects are being worked on now.

Dwyer asked will there be extra money available to help with the flooding? Lewinski said he is not sure how it will be handled. He handled flood money for Brookfield in 1998. He can use CDBG money for disasters but they should wait to see what FEMA will fund.

### **Discuss Preliminary Scope of Services for Contract Audit on IT Network Services**

Schubert said an audit of IT network services has been in the audit plan for approximately two to three years. The audit is in the early planning stages. The audit will be contracted out, with funds transferred from personnel to cover the expense, to take advantage of expertise in this field. She wants to break the audit into smaller logical pieces, auditing each piece separately and objectively. She hopes contracting out smaller pieces of the audit will bring in more bids and generate competition. Her initial intent would be to focus on the security of network services, build on it and then move into other audit areas

such as project management, business analysts effectiveness, security issues specific to certain departments such as HIPPA and HHS, etc.

Dwyer said Schubert may find natural areas to combine once the audit begins so there won't be a need for so many RFPs. Paulson asked will the cost of each project be small enough not to require an RFP? Schubert said there will be a need to develop RFPs for all sections.

Haukohl asked has the Executive Committee discussed contracting outside help for audits? What determines which audit is done in-house versus contracting out? Schubert said it is a combination of things. Currently, she is the only staff person in the department. The principal internal auditor position remains open allowing for available funding to contract for audit services. In addition, because IT network security is fairly specialized, it is easier to bring in someone who specialized in the field to do a more technical audit than she is capable of doing.

Ruf said from his experience, IT audits in both the private and public sectors are always done separately. In-house audit staff does not have exposure to all the idiosyncrasies in IT departments. Schubert said it is a very specialized field. Larger audit firms will have people dedicated to IT audits.

Schubert will put together an audit scope and bring it back to the committee for review.

#### **Status Update on Mass Transit Audit**

Schubert said the Mass Transit Audit has been delayed for a variety of reasons. The consultant and county representatives needed more time to decide what organizations would be used as peers for the audit. The contractor has had problems getting responses from the peer group. Peers are organizations that will be used to compare Waukesha County's mass transit system against. The groups need to be similar to Waukesha County in size and include both organizations similar in structures and those with different management structures for best comparison. There have also been medical leaves on both sides. The consultant will be here July 17 to bring everyone together to discuss recommendations. The draft will be released approximately two weeks later on August 1.

#### **Discuss and Consider the Following Appointments:**

163-A-016: Appointment of Steve Schoepke to the Airport Commission

MOTION: Haukohl moved, Ruf second, to approve Appointment 163-A-016. Motion carried 5-0.

163-A-017: Appointment of Kathleen Cummings to the Waukesha Housing Authority

MOTION: Paulson moved, Schellinger second, to approve Appointment 163-A-017. Motion carried 5-0.

163-A-018: Appointment of William Zaborowski to the New ADRC Advisory Board

163-A-019: Appointment of C. Scott Johnson to the New ADRC Advisory Board

163-A-020: Appointment of Lawrence Weidmann to the New ADRC Advisory Board

163-A-021: Appointment of John Curtis, Sr. to the New ADRC Advisory Board

163-A-022: Appointment of Patricia B. Hansen to the New ADRC Advisory Board

163-A-023: Appointment of Nancy Pagels to the New ADRC Advisory Board

163-A-024: Appointment of Julie Turkoske to the New ADRC Advisory Board

163-A-025: Appointment of Lorraine A. Lee to the New ADRC Advisory Board

163-A-026: Appointment of Glenn M. Lee to the New ADRC Advisory Board

163-A-027: Appointment of Dennis Farrell to the New ADRC Advisory Board

163-A-028: Appointment of William G. Graham to the New ADRC Advisory Board

163-A-029: Appointment of Jennifer Goetz to the New ADRC Advisory Board

MOTION: Ruf moved, Paulson second, to approve Appointments 163-A-018 through 163-A-030. Motion carried 5-0.

**Committee Reports by Committee Chairs for the Following Meetings:**

May 21, 2008 – Finance – Haukohl said the committee approved two contract procurement processes and seven ordinances that have since gone to the county board, and heard the first quarter investment report.

May 20 & June 3, 2008 – Land Use – Ruf said the committee heard excellent presentations on the Land Use, Parks and Environmental and Register of Deeds Departments, and an overview of the Materials Recycling. The committee approved the appointment of Ted Rolfs to the SE Area Land and Water Conservation Association.

May 29 & June 12, 2008 – Health and Human Services – Paulson said the committee approved ordinances for the ADRC and CJCC Coordinator. By approving the CJCC Coordinator position, the county is dedicating itself to CJCC in the future. The committee heard a fantastic presentation by staff from the Juvenile Justice System.

May 20, 2008 – Personnel – Schellinger said all items discussed at the meeting have been taken up by the county board.

June 13, 2008 – Judiciary – Krahn said the committee heard informational presentations from the District Attorney's Office and Clerk of Courts. Schimel is concerned about additional staffing, expenses and jail space the county will incur if enhanced OWI legislation is approved. Supervisor Wolff wants a concealed/carry provision.

May 29 & June 12, 2008 – Public Works – Esler said the committee approved two relocation orders on CTHs L and SR. There will be more displacements in the future. After a long discussion, the committee approved an amended parking regulation ordinance for CTH K. Since the wrong version of the ordinance was distributed to the county board office, a corrected and amended version will be mailed to board members with their county board agenda packets. The committee toured the Highway Operations, Central Fleet and Highway Operations Storage Buildings including the location of the new state salt shed, and the Emergency Preparedness Center. They learned that the state and county are currently in negotiations over ownership of the state salt storage shed after it depreciates.

**Legislative Update**

Krahn said it is time for Legislative Council Study Committees. Membership has been assigned including appointment of Fritz Ruf to the regional Transportation Authority Study Committee. 911 legislation continues to be an issue. Tuma continues to be in contact with the Representative Montgomery who wants to bring phone companies and counties together to discuss what will happen when the 911 surcharge goes away.

Paulson asked if Tom Barrett from Milwaukee tried adding a lot of extra items to the 911 bill? Krahn said that is accurate. Barrett wanted the fee increased for dispatch and police costs. Krahn said that does not belong in 911 legislation.

Krahn said the House and Senate added money for domestic spending in a bill that includes the Byrne Grants. The president has threatened to veto any grants that include domestic spending because he just

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wants to see war spending. It is unknown if there will be funding for the Second Chance Act because it relies on appropriated money. It will not be in the budget until next year. It is confusing.

MOTION: Paulson moved, Ruf second, to adjourn the meeting at 11:15 a.m. Motion carried 5-0.

Respectfully submitted,

Bonnie J. Morris

Secretary